

ENTERING AN AMENDED PROOF OF CLAIM

****IMPORTANT**** When filing an amended claim, you will need to know the claim number of the claim that is being amended. This information will be entered on the proof of claim information screen.

Step-by-Step Procedure:

It is recommended that you go to the Claims Register to verify and note the claim number of the claim that is being amended. If no claim is there, please proceed to the procedure for filing a new claim.

1. Log in to the ECF Live System: <https://ecf.nyeb.uscourts.gov/cgi-bin/login.pl>
2. Select [Bankruptcy>File Claims] from the ECF Menu Bar
3. The Search for Creditor screen will display. Enter case number & click Next

Note: Leave the Name of Creditor field blank. A browse window listing all creditors on the case will appear at the next screen. Also, DO NOT CHANGE THE CREDITOR TYPE - keep at default type "Creditor".

4. You will verify the name of the Debtor(s) and see a drop down box. Click the Drop Down Arrow to the right of the "*select a creditor box*". Locate the creditor for which you would like to file the amended claim. Click on their name and the system will verify the name and address of that claimant.

Is this the correct creditor? Read the information presented in the box and answer the question to continue filing your amended claim.

- o If you answered "yes", proceed to step 5
- o If no, select Add Creditor . This will allow you to add the creditor information in creditor processing (go to Creditor Manual Series 7100 - Filing a Proof of Claim)

5. The Proof of Claim Information screen will display. Complete the following fields:
 - * Amends Claim # - insert claim number of claim being amended
 - * Filed By - Default is “**creditor**” click down arrow to make selection if not filing on behalf of a creditor.
 - * Amount Claimed

Proof Of Claim Information For				
39595 - Citibank 225 Kings Highway Brooklyn, NY 11261				
Case Number: 1-08-40351	Amends Claim #: 1	Filed By: Creditor		
Last Date To File:	Date Filed: 10/31/2008			
Last Date To File(Govt):				
Amount Claimed				
Unsecured 700.00	Secured 0.00	Priority 0.00	Unknown 0.00	Total (Display Only) 700.00
Description:				
Remarks:				
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

6. Click **Next**

The PDF Document selection screen will display.
7. Click **Browse** button and navigate to locate the appropriate PDF document/file
8. View file to verify the correct file is being selected to upload (* highlight file and right click to preview and then close window.)
9. Click **Open** button to accept file to upload and filename will appear in the browse window

Attention! This is your final opportunity to modify the entry before submitting the filing.

10. Click **Next** to complete filing process

The Notice of Electronic Filing will display. It is the verification that the filing has been sent electronically to the court.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The following transaction was received from Mclarty-Carter, p_fname on 10/31/2008 at 10:39 AM EST

Case Name: Ruth Johnson and James Johnson
Case Number: [1-08-40351](#)
Creditor Name: Citibank
225 Kings Highway
Brooklyn, NY 11261
Claim Number: [Amended 1](#) [Claims Register](#)
Total Amount Claimed: \$17.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: D:\MYFILES\ATTY - TRNG-DOCS\disk info\0181234m.pdf
Electronic document Stamp:
[STAMP bkectStamp_ID=979333796 [Date=10/31/2008] [FileNumber=93364-0]
[7332060155006d08b903c122a9d62c71061b7cc4e745fe3d9ea8d37ceedd34007c1be
d23beb3b7a4a8c2b837a5772e7884f42954bae34addfaab9dbbbb5b0977]]

1-08-40351 Notice will be electronically mailed to:

1-08-40351 Notice will not be electronically mailed to:

p_fname Mclarty-Carter

If you click on the link next to Claim Number entitled **“Claim Register”** you will have to log in to your PACER Account to view the register. See below.

**Eastern District of New York
Claims Register**

1-08-40351 Ruth Johnson and James Johnson

Chapter: 7
Office: Brooklyn Last Date to file claims:
Trustee: Last Date to file (Govt):

Creditor: (39595) Citibank 225 Kings Highway Brooklyn, NY 11261	Claim No: 1 Original Filed Date: 10/30/2008 Original Entered Date: 10/30/2008 Last Amendment Filed: 10/31/2008 Last Amendment Entered: 10/31/2008	Status: Filed by: CR Entered by: Mclarty-Carter, p_fname Modified:
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Unsecured claimed: \$7.00
Secured claimed: \$6.00
Priority claimed: \$2.00
Unknown claimed: \$2.00
Total claimed: \$17.00

History:

Details	1-1	10/30/2008 Claim #1 filed by Citibank, total amount claimed: \$12590 (Mclarty-Carter, p_fname)
Details	1-2	10/31/2008 Amended Claim #1 filed by Citibank, total amount claimed: \$700 (Mclarty-Carter, p_fname)
Details	1-3	10/31/2008 Amended Claim #1 filed by Citibank, total amount claimed: \$17 (Mclarty-Carter, p_fname)

There is a [File Another Claim](#) link located at the bottom of the notice if you need to file another claim, or you may go to Bankruptcy>File Claim.

Copies of this notice and the document filed are e-mailed to all participants who receive electronic notification in the case. You have a period of 15 days for a one-time, free look at the document filed.